

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 21, 2017

The meeting was officially called to order by President Barcelona at 7:00 p m.

Call To Order

Members present: Christian Barcelona, Joanna Leafblad, Diane Jennings, Elan Kleis, Nancy Healy, Dan McMillan (7:03), Charles McShane (new member)

Roll Call

Members absent:

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

Introduction of Visitors

None.

Public Comment

None.

Executive Session

Appointment of Library Trustee to fill vacancy – For Action

Secretary Kleis motioned to appoint the new Library Trustee to fill vacancy until the next election. Trustee Healy seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – absent.

Motion passed. 5 ayes, 0 nays, 1 absent

Swearing in of new Library Trustee – For Action

Secretary Kleis administered the oath to Charles McShane.

Minutes

Treasurer Jennings made a motion to approve the July 17, 2017 minutes. Secretary Kleis seconded. No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of minutes from the Special Meeting on August 1, 2017 – For Action

Secretary Kleis moved to approve the minutes from the Special Meeting on August 1, 2017. Treasurer Jennings seconded. No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane – aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Treasurer's Report

Treasurer Jennings moved to accept the Treasurer's Report for July, 2017. Secretary Kleis seconded.

Trustee Healy asked for verification that a significant amount of blank checks had been ordered at the same discounted rate as previously received. Finance Manager Kimmey confirmed that an increased amount of checks had been ordered and that the discounted pricing was applied. Trustee Healy inquired about the high increase in the Nicor bill. Assistant Library Director Adamowski stated that Maintenance Superintendent Newman did not have a reason to the increase in pricing or terms used. A thorough check of all connections was completed and nothing seemed to be wrong. There has been a recent increase in the cost of terms which explains the billing increase. President Barcelona asked about the recent invoice from Management Association of Illinois. Finance Director Kimmey explained that the cost reflects the fee for the Association to assist the Library in developing a new evaluation tool process for staff. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Secretary Kleis moved to accept the payment of bills listing from 7/18/17-8/21/17. Trustee Healy seconded.

No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The library has received numerous applications for the open Head of Youth Services and Patron Services Manager positions. Assistant Library Director Mary Adamowski and Library Director Weimar will be conducting interviews starting next week.

Librarian's Report

The library live streamed the solar eclipse on the lobby monitor and the two public service desks located in Adult and Youth Services. The IT staff and CTC have upgraded the Ubuntu server which runs our Intranet. The terminal server which had the OPACs and thin clients is now defunct. Raspberry Pis are powering the OPACs. The Netgear switch has been relocated to the server room from the Lab. Outreach has more space on the NASA server to start scanning in local documents. Current Technologies has submitted a proposal for upgrading the security cameras which include both the outside and inside equipment. A cost estimate for a new Storage Area Network (SAN) has also been submitted by CTC as the network server is running out of space, as well as the Graphics server due to the photos and graphic flyers.

The Summer Reading Challenge has ended and over 2,200 patrons registered. The statistics showed a slight increase in the completion rate (52%). The business sponsors were very generous, even donating special gifts for those patrons who read more than the required amount of minutes/books who entered in a special drawings. Our library truly appreciate the generosity of the surrounding business community and thank them for their wonderful support.

The Taste of Orland was a great success. Orland Park library card holders who showed their library card received a small beach ball with the library logo on it. The library gave away over 1,200 beach balls. 687 people who stopped by our booth and made a guess as to how many pages in our stack of books.

NIR Roof Care is currently working on a proposal for roof repair. They will give us cost estimates for repairing the roof as a whole, half or in quarter sections. In the meantime, Maintenance has caulked the perimeter of the roof, especially in areas that have a leakage problem.

The main fire pump is not properly working and can only be operated manually or in emergency mode. The Library is waiting to hear back from Reliable Fire on the revised Terms and Conditions that were sent to them.

The Library was able to renegotiate the software cost proposal with Trane that is part of the summit control system. The revised Terms & Conditions were sent to Trane for their approval and the Library hopes to begin the upgrade of the summit control system by the end of the week.

Administration has been in touch with Jeremy Watson of Commercial Carpet Consultants in regards to the damaged Nurazzo tiles. Jeremy has been given approval by Nurazzo to replace the tiles. There are 22 damaged tiles. Five tiles per day will be replaced beginning at 6 am. The loud/messy work will be completed before the Library opens and the quiet installation will continue throughout the day. Administration is working with Jeremy on the repair dates.

The Library will be placing notice for Request for Quotes for landscaping services. Wingren, our current landscaping company, is finishing year three of their contract.

The final delivery of the reupholstered Youth Services furniture was delivered last week. The bright colors have created an even more inviting atmosphere to the department. Becki Jeka from Forward Space was very helpful in suggesting the colors and patterns for this project.

The Friends of the Orland Park Public Library Fall Extravaganza book sale was held this past Saturday. Nearly 50 patrons lined up before the Library opened to purchase books, DVDs, CDs and more at reduced prices. The Friends raised nearly \$1,800.00 throughout the day which will be given to the Library for future programming. This amount is well over double the money raised last year. Many patrons commented on the organization of the sale, and expressed their gratitude for the event.

The Library's Safety Committee has written a Safety Manual for the staff that we hope will be helpful for the many types of emergencies or occurrences that can happen in a public building. The purpose of the manual is to give staff guidelines to follow so that they, as well as the patrons feel comfortable, safe and secure in our Library. Each staff member has received their own manual to refer to and the committee would like the trustees to have their own, as well.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

**Other Staff
Reports**

**Building and
Maintenance**

Finance

Service & Policy

Approval of the Minutes from the August 8, 2017 Meeting of the Personnel Committee – For Action

Personnel

President Barcelona motioned to approve the Minutes from the August 8, 2017 Meeting of the Personnel Committee. Vice President Leafblad seconded. No Discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Personnel Committee Meeting Recommendations – For Discussion

Treasurer Jennings began the discussion stating that the Personnel Committee, which includes herself, President Barcelona and Vice President Leafblad met on August 8, 2017 to discuss with Administration the 2018 Salary Schedule, Staff salaries and salary adjustments for 2018, Benefit Cost Allocation for 2018 and 2018 Enrollment in the Village’s Wellness Screening Initiative. Director Weimar stated that the Library participated in the Village’s Wellness Screening for the first time in 2017 and most staff were willing to take part. Those full-time staff members who are covered under the Library’s health insurance plan, as well as their Village-insured spouses, received a wellness screening which is a proactive approach on improving health for the staff member and minimizing healthcare costs to the Village. Finance Manager Kimmey mentioned that approximately 28 staff members are insured, with the final estimated total including spouses to be around 50. At this time the Library is projecting a 6% increase for 2018 health insurance costs based on the 2016 increase from the Village. The Library provides dental and vision coverage with no cost to the staff member. Trustee McMillan mentioned that he has seen much higher premiums in general at private businesses. Vice President Leafblad stated that public and private sector businesses handle premium rates quite differently. President Barcelona commented that the library is working to increase employee salaries as suggested by Management Association of Illinois, and previously approved by the trustees last year, and that making staff pay more for insurance will effectively cancel out the salary increase. Trustee Healy said to offset the costs, staff could move to a 40 hour work week. Director Weimar stated that staff went from a 35 hour work week to 37.5 hour work week in 2011. She also reminded trustees that salaries would need to be adjusted to reflect the additional time worked. Finance Manager Kimmey would be able to calculate the figures for future discussion.

Treasurer Jennings mentioned the salary schedule which was determined by Management Association and approved in 2016 by the library trustees. Director Weimar reported that currently the library is in the middle of a three-year benchmarking salary increase in which a 50% increase was given to certain staff in 2017. An additional 25% would be applied in 2018, with the final 25% increase happening in 2019. Finance Manager Kimmey stated the library would like to offer a 2% adjustment to the 2018 salary schedule. This is recommended by the Management Association of Illinois, to keep the previously approved benchmarking on track and to stay competitive. Treasurer Jennings said the committee is also recommending the proposed 2.5% 2018 salary increase in keeping with the national average of 2.5% and the national library average of 2.4%. Director Weimar said an adjustment for years of experience is being proposed for those staff who have longevity within the library and in their positions. Finance Manager Kimmey explained the formula used for this proposal for full-time staff involved subtracting the first five years of employment and then multiplying the remaining years by \$50.00. The same formula was utilized for part-time employees with the exception that their years worked minus the first five years were then multiplied by \$25.00 or \$33.33 per year.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

**Capital
Campaign
Committee**

2018 Salary Schedule – For Action

New Business

Vice President Leafblad moved to approve the 2018 Salary Schedule. President Barcelona seconded. Trustee McMillan mentioned he had difficulty with staff working a 37.5 work week. Vice President Leafblad reminded trustees that the library moved from a 35 hour work week to 37.5 hours in 2011. It is believed that the majority of libraries within the surrounding communities' full time employees work 37.5 hours per week. Director Weimar mentioned that non-exempt staff are paid hourly, while exempt staff are salaried and often work additional hours on a regular basis. To bump the hours up to 40 per week would mean an approximate 7% increase in the budget and would impact the levy. President Barcelona stated that asking staff to work additional hours weekly and pay them the same salary was not a good idea. Trustee McMillan agreed that staying at 37.5 hours/week is the only feasible way to continue at this time. The approval to the 2018 Salary Schedule was tabled until the end of the meeting in order to acquire more information throughout the rest of the meeting.

Treasurer Jennings motioned to table the approval of the 2018 Salary Schedule until the end of the meeting. Vice President Leafblad seconded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

At the end of the meeting the Board reconsidered the motion to approve the 2018 Salary Schedule. Vice President Leafblad motioned to approve the 2018 Salary Schedule. Trustee Jennings seconded. Vice President Leafblad inquired of Trustee McMillan if the additional budget and levy information helped clarify matters. Trustee McMillan said it was too soon to consider going forward with a 40 hour work week without more information.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Staff salaries and salary adjustments for 2018 – For Action

The approval of staff salaries and salary adjustments for 2018 was tabled until the end of the meeting in order to acquire more information throughout the meeting.

Treasurer Jennings motioned to table the approval of the staff salaries and salary adjustments for 2018 until the end of the meeting. Vice President Leafblad seconded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The board reconsidered the motion to approve the staff salaries and salary adjustments for 2018 at the end of the meeting and Secretary Kleis moved to approve the staff salaries and salary adjustments for 2018. Vice President Leafblad seconded. No further discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Benefit Cost Allocation for 2018 – For Action

Treasurer Jennings motioned to approve the benefit cost allocation for 2018. Vice President Leafblad seconded. Director Weimar stated that the library is matching what the Village employees contribute to the plan. At this time the library is projecting a 6% increase which is the same amount as last year's. Trustee McMillan said he thought the library employees' contributions appeared to be low and he suggested that Finance Manager Kimmey ask the Village how they calculated the percentage of staff contribution to the various insurance plans.

The motion to approve the benefit cost allocation for 2018 was tabled until the next regularly scheduled board meeting in September.

A roll call vote as follows: Barcelona –nay; Healy – aye; Jennings – nay; Kleis – nay; Leafblad – nay; McMillan – aye, McShane - nay.

Motion failed. 2 ayes, 5 nays, 0 absent

Treasurer Jennings moved to approve the benefit cost allocation for 2018. President Barcelona seconded.

A roll call vote as follows: Barcelona – aye; Healy – nay; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – nay, McShane - aye.

Motion passed. 5 ayes, 2 nays, 0 absent

2018 Enrollment in the Village of Orland Park's Wellness Screenings Initiative and authorization to pay the library's portion of the costs – For Action

Treasurer Jennings moved to approve the enrollment in the 2018 Village of Orland Park Wellness Screenings Initiative and to pay the library's portion of the costs.

Vice President Leafblad feels that this is very useful and President Barcelona agreed.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Staff Salary Adjustments in 2017 – For Action

Secretary Kleis moved to approve the staff salary adjustments in 2017 beginning with the September 15, 2017 payroll. Trustee Healy seconded. Referring to the spreadsheet provided by Finance Manager Kimmey, Treasurer Jennings pointed out that the indicated amount is the amount to be paid through the remainder of 2017 using funds from the library's savings. Trustee McMillan agreed that rewarding employees for their years of service is a good idea and that the cost of retraining new staff can be high.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Payment of a \$1,000 net stipend to Assistant Head of Circulation Services – For Action

Vice President Leafblad motioned to approve the payment of a \$1000 net stipend for Assistant Head of Circulation Services. Treasurer Jennings seconded. Director Weimar explained that due to the illness and then death of the Head of Circulation Services in July, the Assistant Head has been handling the duties and responsibilities. The Assistant Head will continue carrying out the duties of Head of Circulation Services until the job is filled, probably throughout the month of September.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval of the Current Technologies 2018 IT services retainer agreement in the amount of \$118/hour for 500 service hours – For Action

Secretary Kleis motioned to approve the Current Technologies 2018 IT services retainer agreement in the amount of \$118/hour for 500 service hours. Vice President Leafblad seconded. Director Weimar mentioned that CTC, which was hired in November 2016 and began contractual work in January 2017, have proposed to increase their service hours by \$1 per hour. The library is very happy with their work and the IT staff works quite well with Vince, the network consultant from CTC who works at the library. Trustee McMillan inquired about what would happen if not all 500 hours were used within 2018. Director Weimar stated that the hours would roll over into the next year and anything over 500 hours would remain at the same rate. Trustee McShane asked how many hours the library has used to date. Director Weimar will contact him with the exact number of hours used thus far.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

2018 Per Capita Grant requirement Chapter 12 of the *Standards for Illinois Public Libraries: Serving Our Public 3.0* – For Discussion

Trustee Healy suggested the motion be tabled until the September regular board meeting. Director Weimar stated it needed to be discussed at this meeting because the Per Capita Grant requirements must be finished by the December deadline.

The library's Safety Manual, which was completed in July 2017 and distributed to staff at the August 2017 In-service Day, covers most of the information required by Chapter 12 of the Per Capita Grant. Each staff member received a copy of the manual to read and use in case of emergencies or everyday occurrences within the library. A copy was given to the Orland Park Police, as well as the Orland Fire Protection District administrative offices. The library has floor plans of the building and all emergency exit diagrams are located on the staff side of the building in prominent locations. The Safety Manual contains floor plans indicating all fire extinguishers, as well as fire alarms within the building. Fire extinguishers are unobstructed and have recently had additional decal signage added to the door of each extinguisher box to further distinguish them from the similar wall color. The library has a First Aid room located on the first floor which contains medical supplies such as band aids and cold packs, as well as emergency contact information for each staff member. All public service desks have their own first aid kit.

The library has an Emergency Response Plan which is given to all staff members upon hire explaining what steps of action need to be taken in case of a threat to the staff and/or patrons. Silent alarms, peek holes and thumb latch locks were installed for safety purposes with input from the Orland Park Police Department. The response plan is located in all rooms with a list of current staff and contact information, as well as flashlights.

The library has a biological clean-up kit housed in the Receiving Room which all staff have access to in case the supplies are needed. In May 2017 all staff were to familiarize themselves with the kit and inform their supervisors of the contents to be in compliance with OSHA requirements.

All electric, gas and water switches are centrally located in the boiler room and clearly marked.

Emergency exits and evacuation routes out of the building and to the tornado shelter (basement) are clearly marked for patrons throughout the library.

Staff in each department has assignments to sweep public areas in order to guide patrons quickly to shelter or to the exits of the building. The Safety Manual contains tornado watch/warning instructions for all departments.

On September 13 and 20, 2017 RAILS will be broadcasting a webinar on safety within libraries. All staff are required to view the two-part, 3 hour webinar by December 2017. The webinar will be archived so staff who are not able to attend the September dates will still be able to view it.

Director Weimar will email Chapters 1—5 of the Standards document for the trustees to read prior to the September regular board meeting.

Approval of the asphalt resealing, restriping, patchwork and repairs; and installation of three speed humps and eight handicap posts in the parking lot in September, 2017 by Smoothover Seal and Pave, LLC. In the amount of \$24,575 – For Action

Treasurer Jennings motioned to approve the asphalt resealing, restriping, patchwork and repairs; and installation of three speed humps and eight handicap spots in the parking lot in September, 2017 by Smoothover Seal and Pave, LLC. in the amount of \$24,575. President Barcelona seconded. Assistant Library Director Adamowski stated the library repaves the parking lot every two years. This year the library received several quotes for the cost of the additional work necessary to keep the parking lot safe for staff and patrons. People are driving very fast through the staff parking lot area on the east side of the building and it is necessary for the library to have speed humps installed to act as a reminder for drivers to slow down. Additional handicap parking areas are being installed to accommodate people with disabilities. Trustee McMillan agreed that the price was reasonable and that the company was WBE-certified. Assistant Library Director Adamowski said the work will be done over the Labor Day weekend since the Library will be closed on Sunday, September 3 and Monday, September 4.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for reimbursement for Web Developer Lina Elzahdan’s class from Moraine Valley Community College on designing interactive websites using JavaScript and jQuery in the amount of \$400 – For Action

Vice President Leafblad motioned to approve the reimbursement for Web Developer Lina Elzahdan’s class from Moraine Valley Community College on designing interactive websites using JavaScript and jQuery in the amount of \$400. Secretary Kleis seconded. Director Weimar said we occasionally pay for workshops and programs for continuing education and in this particular case our Web Developer paid in advance for this class on her own and is doing it on her own time.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration costs for the 2017 Illinois Library Association Conference in Tinley Park from October 10-12 for Diane Srebro, Becky McCormack, Erin Fixel, Wendy Xie, Julie Pryor and Vanessa Fernandez in the amount of \$1,200 – For Action

Secretary Kleis motioned to approve the registration costs for the 2017 Illinois Library Association Conference in Tinley Park from October 10-12 for Diane Srebro, Becky McCormack, Erin Fixel, Wendy Xie, Julie Pryor and Vanessa Fernandez in the amount of \$1,200. Vice President Leafblad seconded. Director Weimar stated that for the first time ILA (Illinois Library Association) conference will be held at the Tinley Park Convention Center. The library receives a cheaper rate by taking part in early bird registration. The Assistant Head of Adult Services will be presenting at the conference this year. Trustee Day is usually held on the Thursday of the conference.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for a library board trustee in the amount of \$150 – For Action

Vice President Leafblad motioned to approve the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for a board trustee in the amount of \$150. President Barcelona seconded.

Director Weimar stated the library is taking advantage of the early bird registration pricing. Vice President Leafblad offered to go and President Barcelona said he might be available to go on that day.

Motion amended as follows: Treasurer Jennings motioned to approve the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for Vice President Leafblad in the amount of \$150.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration costs for the 2018 Public Library Association Conference in Philadelphia, PA for Mary Adamowski, Andrew Masura, Kelly Cuci and Mary Weimar in the amount of \$1,120 – For Action

Vice President Leafblad motioned to approve the registration costs for the 2018 Public Library Association Conference in Philadelphia, PA for Mary Adamowski, Andrew Masura, Kelly Cuci and Mary Weimar in the amount of \$1,120. Secretary Kleis seconded. Director Weimar stated this conference concentrates on issues relating to public libraries. Many good ideas are taken away from PLA each time staff attends and the library has implemented many new services and programs learned at PLA. The amount for approval is only for early bird registration and does not include air travel and hotel. Trustee Healy mentioned that the incoming Head of Youth Services should be allowed to attend PLA. Vice President Leafblad moved to add the Head of Youth Services to the motion. President Barcelona seconded.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

Approval for the registration cost for the 2018 Public Library Association Conference in Philadelphia, PA for a library board trustee in the amount of \$280 – For Action

Secretary Kleis motioned to approve the registration cost for the 2018 Public Library Association Conference in Philadelphia, PA for a library board trustee in the amount of \$280. Vice President Leafblad seconded. Trustee McShane inquired as to when the conference will be held. Director Weimar answered that PLA is March, 19-24, 2018. Trustee McMillan asked what the difference was between PLA and ILA. Director Weimar explained the difference because one is state and one national, but how PLA concentrates on public libraries and ILA has to cover special, public, school, and academic libraries. Trustee Healy shared that she attended a Polaris seminar, as well as workshops on Intellectual Freedom, Mystery Authors and Hot Spots at PLA 2016. Both conferences are well attended and have numerous programs worthwhile for the library, board, and staff. September 19, 2017 is the deadline for early registration. Trustee Healy offered to attend.

Treasurer Jennings motioned to approve the registration cost for the 2018 Public Library Association Conference in Philadelphia, PA for Board Trustee Nancy Healy in the amount of \$280. Vice President Leafblad seconded. No further discussion.

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

FY2018 Budget and Levy – For Discussion

**Unfinished
Business**

Director Weimar stated that the library is receiving more taxes from Will County but not as much from impact fees. Referring to the handout, Director Weimar reviewed the Revenues column of the draft FY 2018 Budget and Levy, while Finance Manager Kimmey discussed the Expenditures highlighting any amounts that were increased. Trustee Healy inquired about the life insurance. Finance Manager Kimmey explained that the cost is paid by the library unless the employee opts for additional voluntary insurance amounts. A separate spreadsheet showing the effects on the real estate taxes with varying levy amount increases of 2%, 2.5% and 3% were discussed. It was pointed out that the library's bond rate was renegotiated in 2009.

None.

Announcements

Vice President Leafblad moved to adjourn the meeting and it was seconded by Treasurer Jennings.

Adjournment

A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; McMillan – aye, McShane - aye.

Motion passed. 7 ayes, 0 nays, 0 absent

The meeting was adjourned at 10:04 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

